

# POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.  
R398061

2. Reason for Submission <input type="checkbox"/> Re-description <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Twin Cities, MN		5. Duty Station		6. OPM Certification No.							
Explanation (Show any positions replaced)				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
				10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code					
14. Agency Use															
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade		Initials		Date	
a. U.S. Office of Personnel Management															
b. Department, Agency or Establishment															
c. Second Level Review															
d. First Level Review		Park Ranger				GS		025		11		Pm		4/22/98	
e. Recommended by Supervisor or Initiating Office		Park Ranger				GS		0025		11					

16. Organizational Title of Position (if different from official title)		17. Name of Employee (if vacant, specify)	
18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision	
a. First Subdivision U. S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region 3		e. Fifth Subdivision	
19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.		Signature of Employee (optional)	

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature		Signature	
Date		Date	

20. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.

21. Position Classification Standards Used in Classifying/Grading Position	
Standard Position Description R398061 Park Ranger Series, GS-025 HRCD-4, 12/97	
Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	

22. Position Review		Initials		Date		Initials		Date		Initials		Date	
a. Employee (optional)													
b. Supervisor													
c. Classifier													

23. Remarks	
Full Performance Level _____	
<div>             _____ Supervisor Copy              _____ Employee copy              _____ OPF(L) Copy              _____ Classification Copy           </div>	

Park Ranger, GS-025-11

A. Major Duties:

Incumbent is responsible for all aspects of developing and administering the day to day public use program on a Refuge, or Refuge Complex, with a highly visited, and comprehensive array of visitor opportunities.

- Directs a public use program that encompasses a full range of environmental education, interpretation, and other wildlife dependent recreation opportunities, including hunting, fishing, wildlife observation and photography.
- Formulates budgetary and administrative plans related to public uses and oversees the implementation for all aspects of a refuge's public use program.
- Provides input and contributions to refuge comprehensive management planning, and prepares step down management plans, including but not limited to interpretive plans, hunting and fishing plans, search and rescue plans, and law enforcement plans.
- Conducts a variety of specialized programs including but not limited to: refuge law enforcement, volunteer management, community and friends group partnerships, cooperating associations, recreation fee management, and the protection of the station's historic and archeological resources.
- Conducts a comprehensive refuge public awareness and public outreach program involving news media, state and local officials, conservation groups, and community liaisons.
- Manages the operation of a visitor or learning center facility, with responsibilities for assuring appropriate staffing, maintenance, and operational decisions.
- Supervises a staff of volunteers, interns, or other public use staff who assist in the day to day delivery of visitor services, visitor protection and public use.
- Plans modifications or additions to existing facilities, trails, or programs, and coordinates public and agency review and input.
- Reviews and evaluates the Refuge's existing recreational, interpretive and educational programs and implements improvements based on experience and research.

- Researches, writes and develops new interpretive signs, exhibits, or leaflets.
- Develops curriculum materials on wildlife resources, management, and ecosystems, including lesson plans, and educational handouts.
- Initiates new projects and activities in response to major changes in policies or programs coming from Regional or National levels, often without fully developed national or regional policies or procedures.
- Frequently serves as the Refuge spokesperson, representing the Refuge before the media or before community or special interest groups.

B. Factors:

1. Knowledge Required by the Position:

- Familiarity with Service policies and procedures, and applicable Federal legislation and regulations governing the management of public uses on Service lands.
- Knowledge and understanding of natural resource management practices with extensive experience in the development, management and coordination, and planning of comprehensive public use programs.
- Broad knowledge of the use of all educational and interpretive media, skill and experience with developing interpretive plans, educational curricula, publications, films, exhibits and related educational activities and tools.
- Ability to establish partnership agreements with federal, state, local and private organizations regarding wise use, protection and enjoyment of the Refuge.
- Knowledge of economics, sociology and other social sciences sufficient for gathering and interpreting public use data, trends in visitor interests and needs, demand for programs and facilities, and field station capability to implement assigned programs.
- Skill in solving problems covering a diverse array of public use issues.
- Skill in oral, written, and graphic communications and experience working with a variety of audiences and public groups using a full range of communications media.

- Ability to coordinate and supervise employees and to deal with the public, as well as contractors and other agency representatives on interpretive, recreational and environmental education related activities and projects.

2. Supervisory Controls:

Incumbent is supervised by the Project Leader, or other senior refuge staff who specifies the objectives and the general scope of the assignment. The incumbent is generally free to develop work plans, to devise techniques covering both routine, and nonroutine operations and activities, and to select, modify, and use the techniques for carrying out assignments. The Supervisor may provide advice and assistance in the implementation of new or revised policies or procedures or in making a choice between several equally complex and rational approaches.

3. Guidelines:

Guidelines exist in the form of general agency policy statements, regulations, laws, and Service manuals or handbooks. Employee normally applies these guidelines without direction from the supervisor. In matters concerning policy and controversy, incumbent will consult with supervisor before policy-related decisions are made or irreversible actions taken. The incumbent is expected to use initiative in recommending operational procedures and instructions which deviate from traditional methods, and in developing new methods.

4. Complexity:

Incumbent carries out assignments that regularly consist of diverse and complex technical and administrative problems. Typical tasks require consideration of and selection from several alternative approaches to problems and sometimes require substantial adaptation of standardized guides and criteria. Employee is expected to recognize critical trends in refuge use and operations, to evaluate their significance, and to develop short and long range program plans and objectives.

5. Scope and Effect:

Employee develops new or improved techniques or procedures in order to devise solutions to problems. Work contributes to the public's knowledge, understanding, use and enjoyment of the refuge, and helps build public awareness of Service programs and goals which contribute to health of the environment. The incumbents decisions and actions have long lasting ramifications to the ability of the refuge to meet its goals, and to the perception of the Service throughout the community.

6. Personal Contacts:

Incumbent has considerable contact with visitors, media, community officials, various interest groups, and other groups and individuals regarding refuge and public use management. Incumbent often resolves matters of controversy and uses negotiation skills to present and persuade others to official Service positions.

7. Purpose of Contacts:

Contacts are to communicate with the media and with the public, to coordinate refuge public use programs, and to influence, motivate, and negotiate agreements and the resolution of complaints. Employee meets and exchanges information with local officials, contractors, visitors, and representatives of state, local and Federal agencies.

Typical contacts may also involve the enforcement of laws and regulations including interrogations and apprehension which may result in hostile confrontations with persons who are fearful or dangerous.

8. Physical Demands:

The work involves both sedentary activities and there will be periods of moderate to heavy physical exertion such as walking over rough, wet, uneven or rocky terrain, bending, crouching, stooping, lifting, reaching or other similar activities. Incumbent may be asked to assist with fire management activities requiring exertion and strenuous activity. Average agility and dexterity is required.

9. Work Environment:

The job requires both office and outdoor work. The office is adequately heated, lighted and ventilated. Temperature and weather extremes may be encountered in the performance of outdoor work. A condition of employment is the wearing of the official U.S. Fish and Wildlife Service uniform in a manner prescribed in the Service Manual. Incumbent is required to obtain and properly wear uniform components within Class A, B, and C.